Project Managers' Advisory Group

MINUTES
March 20, 2006

Attending:

Sharon Hayes	ITS/EPMO
Alisa Cutler	ITS/EPMO
LaQuita Hudson	ITS/ES
Todd Russ	ITS/ES
Jim Tulenko	ITS
Charles Richards	ITS
Linda MacRae	ITS
Jesus Lopez	ITS/EPMO
John McShane	ITS/EPMO
Bob Giannuzzi	ITS/EPMO
Shaw Erfani	ITS/EPMO
Gary Evans	DOT
Cheryl Ritter	DOT
John Correllus	Commerce
Carol Morin	DOC
Bob Blackmun	NCCCS
Shannon Byers	OSC
Mary Jo Gilliam	AGR
Jim Skinner	Insurance
Ken Little	DPI
Janet Flanders	DOR
Randy Moody	DENR
Angela Taylor	DHHS
Caroline Jackson	DHHS

Bob Giannuzzi welcomed everyone to the meeting and introduced first-time participant, Caroline Jackson from DHHS. Approval of minutes for February was called for and approved.

Jesus Lopez reported that the current PMP exam prep classes were going well. He reminded all that many agencies were represented in the present program, both as students and instructors. When asked about the success of the program to date, he advised that from the last session, of the 11 people eligible to take the test, he knew of 10 who had passed, but was not sure if all had taken the test.

John McShane reminded the group of the first NCPMI Public Sector LIG meeting on April 6th, which was to be held at DOT. He asked that anyone planning to attend inform him ahead of time.

Bob Giannuzzi called for task group reports. He reminded that of the original five teams, only two were still active.

LaQuita Hudson, Sharon Hayes and Bob Giannuzzi gave an update on PM banding activity. Drafts of the competency matrices will be sent to the PM Promotion and Education task group for review. **Bob** advised that once the bands are submitted for OSP approval, the Mentoring and Training task group should revisit mentoring. **Sharon** added that the group should investigate the Department of Labor's apprenticeship program.

Gary Evans informed that the methodology task group is ramping up again. **Alisa Cutler** reported that the topic they are now addressing is what is in scope and what is out of scope. She said they were working on guidelines and that their next meeting would be Friday, March 24th.

Bob Giannuzzi informed the group that he would include upcoming teleconferences in the PM Advisory Group meeting minutes. Coming up:

Organization/website	Contacts	Upcoming Calls
NASCIO https://www.nascio.org/ nascioCommittees/ projectManagement/ members/#trends	Elizabeth VanMeter 859/514-9176 evanmeter@AMR ms.com Access **888/272-7337 conference ID 7544292#**	<u>May 2</u> (3:00) Process-Driven Service Delivery <u>June 6</u> (3:00) Strategic Partnerships with Service Providers
PMO Executive Council http://www.pmo. executiveboard.com/ PMOEC/1,3241,,00.html	Register at website	<u>April 19 </u>(12:00) **CANCELLED** Usefulness of PMO Maturity Models <u>May 18 </u>(12:00) Addressing the Soft Skilling Challenge for Project Managers <u>June 22 </u>(12:00) Integrating Resource Planning with Portfolio Development

Shaw Erfani reported that guidelines and a template for the new procurement process have been added to the EPMO webpage. He also mentioned that there were two new documents under project approval and reporting. **Sharon Hayes** informed the group that the EPMO will be working to develop new policies and procedures.

Jim Tulenko spoke about the PPM tool. He said his group has been focused on Wave 1 APM and expansion budget requests. Various agencies reported problems with the latter. Jim and Sharon advised that expansion budget issues be reported using iWise tickets and that lessons learned be brought to the

attention of Tom Runkel and Denny McGuire. **Jim** also reported that UMT is to give his team a list of which enhancements are to be implemented by YE06. He asked that people get back to him with suggestions for topics for Lunch and Learn sessions.

Todd Russ expressed concern with how slow the tool runs, especially while accessing from home. **Jim** responded that both UMT and ITS are investigating performance issues. **Sharon** reemphasized the importance of reporting problems through iWise tickets, offering as much detail as possible.

Sharon Hayes stated the need to clarify the status report evaluation process, perhaps through training. She suggested that perhaps a small workgroup should be formed to discuss indicators on the tool. She asked that anyone interested in participating contact **Bob Giannuzzi**.

Charles Richards and **Jim Tulenko** have scheduled a work session with the EPMO on how to improve the workflow/tool process.

Bob Giannuzzi advised to be careful with entering and checking numbers when completing status reports. Evaluation criteria are available on the Status tab.

Todd Russ asked about statistics on gate approval turnaround time. **Sharon Hayes** said the Gate 1 approval averages around 14 days.

LaQuita Hudson reported difficulties with the Change Request process and is particularly concerned that on one of her projects OSBM raised issues for the first time during the approval process.

Sharon Hayes stated that OSBM is assigned to approve change requests. Jonathan Womer has delegated that role to Jim Dolan. **Bob Giannuzzi** recommended that the PM attach a file of the Change Request approved by the agency (sponsor) in the Document Management tab before submitting the change request data.

Sharon Hayes advised that the EPMO has been tasked to develop a process to monitor the realization of post-deployment benefits projected in the project business case. **Gary Evans** added that the initial challenge will be in the measurements. A work group may be formed to help with developing the process.

Bob Giannuzzi mentioned that on April 17th a Gartner consultant is slated to make a presentation entitled "Project Management Trends and Ideas" and the key points will be:
  – What will be the main reasons for project failure in 2006-2010?
  – Which trends will shape the future of project management?
  – Which practices can ensure successful project outcomes?

John McShane gave a presentation on Project Procurement Plan which generated in-depth discussion.

Meeting adjourned at 4:25 pm.